



County of Los Angeles  
**CHIEF EXECUTIVE OFFICE**

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WILLIAM T FUJIOKA  
Chief Executive Officer

May 15, 2012

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, CA 90012

Dear Supervisors:

**COUNTYWIDE CLASSIFICATION ACTIONS  
(ALL SUPERVISORIAL DISTRICTS)  
(3 VOTES)**

**SUBJECT**

This letter and accompanying ordinance will update the tables of classes of positions and departmental staffing provisions by adding new classifications, by changing the salaries of non-represented classifications, by changing the title of a non-represented classification, by deleting classifications, and by reclassifying positions in various County departments.

**IT IS RECOMMENDED THAT YOUR BOARD:**

Approve the accompanying ordinance amending Title 6 – Salaries, of the County Code to add nine (9) new classifications, to change the salaries of three (3) non-represented classifications in various County departments, to change the title of one (1) non-represented classification in the Fire Department, to delete two (2) non-represented classifications, and to reclassify 80 positions to implement the results of classification studies in the departments of the Board of Supervisors, Fire, and Health Services.

**ADOPTED**

BOARD OF SUPERVISORS  
COUNTY OF LOS ANGELES

16 May 15, 2012

*Sachi A. Hamai*  
SACHI A. HAMAI  
EXECUTIVE OFFICER

Board of Supervisors  
GLORIA MOLINA  
First District

MARK RIDLEY-THOMAS  
Second District

ZEV YAROSLAVSKY  
Third District

DON KNABE  
Fourth District

MICHAEL D. ANTONOVICH  
Fifth District

## **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

Your Board of Supervisors (Board) has requested submission of classification letters on a periodic basis throughout the year to facilitate consideration of classification and compensation recommendations in a timely manner. Approval of these recommendations will provide the ordinance authority for County departments to implement the classification recommendations in this letter.

These recommendations will ensure the proper classification and compensation of positions based upon the duties and responsibilities assigned to these jobs (Attachments A, B, C, and D). This is a primary goal of the County's classification and compensation system. Positions reclassified upward, downward, and laterally are consistent with the class concepts of the proposed classifications.

We are recommending these actions based upon generally accepted principles of classification and compensation. Furthermore, these actions are important in addressing departmental operational needs and in maintaining consistency in personnel practices throughout the County. The proper classification and compensation of positions facilitates good business operations and can reduce the number of costly personnel-related problems.

### **New Classifications**

At the request of the Chief Information Office, a Countywide study was conducted to appropriately classify positions performing Geographic Information Systems (GIS) related functions. During the last several years, the use of GIS has increased rapidly throughout the County. This technology improves planning, emergency response, communications and operational efficiencies in a wide variety of Public Service areas. The lack of GIS-specific classifications has hindered efforts to recruit, develop and maintain GIS technical expertise and has resulted in an over-reliance on contractors for requisite GIS skill sets. Based on the recommendations from this study, a new series with eight (8) GIS specific classifications is being created to address this occupational gap in the County's classification plan (Attachment A). There is currently a wide range of classes performing GIS related work. Reclassification recommendations for existing positions to the new classifications will be presented to your Board on a flow basis as departments determine the optimal GIS structure for their respective organizations.

We are also establishing the new classification of Fuel Equipment Technician (Attachment A). This new classification is being created to handle work specific to the Sheriff Department's aboveground and underground storage tank equipment. This classification requires specific certification in order to perform the work.

### Salary Change

We are recommending a salary change for one (1) unclassified MAPP classification (Attachment A). Specifically, we are recommending a salary increase for the Assistant Director, Capital Projects and Facilities Services (UC) classification, from R11 to R12, to reflect an organizational restructuring resulting in an increase in staffing, and to compensate the position for its expanded role in the planning and overseeing of multiple long-range construction projects for the Department of Public Library.

### Title Change and Salary Changes for the Fire Department

We are recommending a title change for the Hazardous Materials Control Manager, Fire to Assistant Chief, Health Hazardous Materials, Fire (Attachment A). This recommendation will establish a title more congruent with the Chief, Health Hazardous Materials, Fire. We further recommend a salary range increase for the Assistant Chief, Health Hazardous Materials, Fire, from 102L (Note MW) to 105B (Note MW). This recommendation is consistent with pay practices for management positions that share similar scope and breadth of duties and level of responsibility. It will also ensure that Los Angeles County's salaries are competitive with the salaries of other major California Counties.

In addition, we are recommending a salary range increase for the Chief, Health Hazardous Materials, Fire, from S12 to S14 (Attachment A). This recommendation will allow for a more appropriate salary differential between the higher-level management items and immediate subordinate staff.

### Title Changes for Represented Classifications

We are recommending title changes for three (3) technician classifications: Digital Systems Technician, Senior Digital Systems Technician, and Supervising Digital Systems Technician (Attachment A). The proposed titles, respectively, are: Digital Communications Systems Technician, Senior Digital Communications Systems Technician, and Digital Communications Systems Technician Supervisor. The recommended titles clarify the nature of the digital systems work performed, and more accurately describe the telephone and network communications duties and responsibilities.

In addition, we are recommending a title change for Mental Health Peer Advocate (Attachment A). The proposed new title, Mental Health Advocate, reflects the change in the Minimum Requirements to allow peers of clients recovering from mental illness as well as family members of persons with a history of mental illness to qualify for exams. This broadening of the Minimum Requirements is consistent with provisions of the State's Mental Health Services Act, which encourages the engagement of peers as well as family members in working with clients to facilitate recovery from mental illness.

We are further recommending a title change for Senior Community Worker II (Attachment A). The new title, Senior Community Worker, is being proposed in conjunction with revisions to the specification to this class and the lower-level Community Worker in order to update obsolete language and to provide better distinction between their respective duties and responsibilities. Moreover, it is our intent to delete the Senior Community Worker I by reclassifying positions allocated to this class.

#### Deleted Classifications

In conjunction with our Human Resources Transformation Strategic Initiative Project to reduce classifications, we are recommending deletion of two (2) vacant non-represented classifications and 60 vacant represented classifications (Attachment A). The departments that historically used these classes and the Employee Relations Commission (ERCOM) (where applicable) have approved the deletion of these classes.

We are further recommending the deletion of 22 represented Superior Court classifications (Attachment A). Due to legislative changes, Superior Court classifications are no longer maintained in the County's classification plan; however, they remain in the Countywide Timekeeping and Payroll Personnel System (CWTAPPS). Since these classes have been vacant since 2005, we recommend that they be deleted from CWTAPPS.

#### Reclassification of Nursing Positions

Following a request by the Department of Health Services (DHS), Office of Nursing Affairs, we evaluated nursing positions performing nurse recruitment activities. Specifically, we reviewed a total of 12 positions within DHS, all of which are recommended for reclassification in this letter (Attachment B). Eleven of these positions were initially allocated at the Registered Nurse I level as placeholders pending a review of the function and staffing recommendations presented by DHS. By reclassifying the positions, we are establishing an appropriate organization structure and assisting the department with the recruitment and retention of skilled staff that can perform the full range of recruitment activities, thereby reducing the reliance on assistance from nurse managers in direct patient care areas at various facilities.

In addition, we are implementing the first phase of the inpatient Utilization Review (UR) staffing model. The first phase of our review includes working level UR nurses. Specifically, we reviewed 94 positions, 57 of which are recommended for reclassification in this letter (Attachment C). This staffing model will create a standardized organizational structure for staff performing UR inpatient functions department-wide; thus ensuring provision of a high quality of care to Medi-Cal beneficiaries, while minimizing overutilization of costly acute inpatient care.

#### Other Reclassifications

Based upon individual position studies conducted at the request of three (3) departments, we recommend that 11 positions be reclassified (Attachment D). The assigned duties, responsibilities, and/or utilization of these positions have changed since the original allocations were made. The positions would be more appropriately classified to the recommended classes.

#### Implementation of Strategic Plan Goals

Your Board's approval of the accompanying ordinance will further the County Strategic Plan Goal 1 - Operational Effectiveness. Specifically, it will address the Service Excellence and Organizational Effectiveness Strategy to improve the quality of the workforce, to achieve departmental operational efficiencies, and to maintain consistency in personnel practices throughout the County. These recommendations are in line with the Human Resources Transformation Strategic Initiative Project, which includes the deletion of specialized classes in an effort to streamline the classification system.

#### FISCAL IMPACT/FINANCING

The projected budgeted annual costs for the 80 positions that will be reclassified and the recommended salary changes are estimated to total \$1,022,001 (all funds). Net County cost is estimated to be \$63,734. Cost increases associated with the upward reclassification actions will be absorbed within the Board's adopted budget for each affected department. No additional funding is required.

#### FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The County Charter authorizes the establishment and maintenance of "a classification plan and the classification of all positions." This responsibility is further delineated in Civil Service Rule 5.

The Honorable Board of Supervisors  
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Appropriate notifications have been made to the impacted employee organizations regarding the recommended classification actions. The accompanying ordinance implementing amendments to Title 6, Salaries, of the County Code has been approved as to form by County Counsel.

**IMPACT ON CURRENT SERVICES (OR PROJECTS)**

Your approval of these classification and compensation recommendations will enhance the operational effectiveness of the departments through the proper compensation of positions.

Respectfully submitted,



WILLIAM T FUJIOKA  
Chief Executive Officer

WTF:BC:EFS  
SJM:AE:KP:ra

Attachments (4)

c: Executive Office, Board of Supervisors  
County Counsel  
Auditor-Controller  
Human Resources  
Affected Departments

**ATTACHMENT A**

**CLASSES RECOMMENDED FOR ADDITION TO THE CLASSIFICATION PLAN**

<b>Proposed Savings/ Cafeteria Benefit Plan</b>	<b>Item No.</b>	<b>Title</b>	<b>Salary Schedule &amp; Level</b>	
Horizons/ Choices	6609	Fuel Equipment Technician	N2	81H
Horizons/ Choices	4413	Geographic Information Systems Analyst		94C
Savings/ Megaflex	4417	Geographic Information Systems Manager I	N23	S11
Savings/ Megaflex	4418	Geographic Information Systems Manager II	N23	S12
Savings/ Megaflex	4416	Geographic Information Systems Specialist	NM	108G
Horizons/ Choices	4411	Geographic Information Systems Technician		89F
Savings/ Megaflex	4415	Principal Geographic Information Systems Analyst	NM	103E
Horizons/ Choices	4414	Senior Geographic Information Systems Analyst		99B
Horizons/ Choices	4412	Supervising Geographic Information Systems Technician		94C

**NON-REPRESENTED CLASSES RECOMMENDED FOR SALARY CHANGE**

<b>Item No.</b>	<b>Title</b>	<b>Current Salary Schedule and Level</b>		<b>Recommended Salary Schedule and Level</b>	
8356	Assistant Director, Capital Projects and Facilities Services (UC)	N23	R11	N23	R12
4405	Chief, Health Hazardous Materials, Fire	N23	S12	N23	S14

**ATTACHMENT A****NON-REPRESENTED CLASS RECOMMENDED FOR TITLE & SALARY CHANGE**

<b>Item No.</b>	<b>Current Title</b>	<b>Current Salary Schedule &amp; Level</b>		<b>Recommended Title Change</b>	<b>Recommended Salary Schedule &amp; Level</b>	
4406	Hazardous Materials Control Manager, Fire	NMW	102L	Assistant Chief, Health Hazardous Materials, Fire	NMW	105B

**REPRESENTED CLASSES RECOMMENDED FOR TITLE CHANGE**

<b>Item No.</b>	<b>Title</b>	<b>New Title</b>
6527	Digital Systems Technician	Digital Communications Systems Technician
8111	Mental Health Peer Advocate	Mental Health Advocate
8105	Senior Community Worker II	Senior Community Worker
6526	Senior Digital Systems Technician	Senior Digital Communications Systems Technician
6529	Supervising Digital Systems Technician	Digital Communications Systems Technician Supervisor

**NON-REPRESENTED CLASSES RECOMMENDED FOR DELETION**

<b>Item No.</b>	<b>Title</b>
0930	Corrections Specialist, Sheriff
6039	Manager, Motor Pool Operation, Sheriff



**ATTACHMENT A**

**REPRESENTED CLASSES RECOMMENDED FOR DELETION**

<b>Item No.</b>	<b>Title</b>
0008	Agricultural Inspector I
0010	Agricultural Inspector II
4076	Architectural Plan Room Technician
6374	Baker
7553	Bindery Worker I
4438	Building Zoning Coordinator
5360	Chief Nurse - Midwife
8696	Clinical Psychologist Coordinator I
8698	Clinical Psychologist Coordinator II
2460	Communications Operator I, Sheriff
2461	Communications Operator II, Sheriff
6522	Communications Systems Technician
2502	Computer Systems Scheduler I
1922	Employment Services Aide, Sheriff
5605	Gynecology Technician
6378	Head Baker
1577	Head, Claims Investigation
6781	Head Custodian Supervisor
3091	Inspector of Weights and Measures I
7096	Instructional Media Assistant
2321	Intermediate Sales Clerk

**ATTACHMENT A****REPRESENTED CLASSES RECOMMENDED FOR DELETION  
(Continued)**

<b>Item No.</b>	<b>Title</b>
2128	Intermediate Stenographic Secretary
4991	Laboratory Support Supervisor II
4432	Land Division Specialist
3554	Mechanical Engineering Specialist
4804	Nutrition Supervisor
1227	Operations Assistant Aide, Sheriff
4471	Planning Aid I
4472	Planning Aid II
3581	Principal Structural Engineering Assistant
4885	Prosecutor
2226	Reproduction Typist
5583	Respiratory Care Technician
3972	Senior Construction Cost Estimator
6472	Senior Electrician
6483	Senior Electrician Supervisor
6420	Senior Food Service Worker
7084	Senior Medical Photographer
7049	Senior Microfilm Camera Operator
2322	Senior Sales Clerk
6517	Senior Signal Installation Worker

**ATTACHMENT A****REPRESENTED CLASSES RECOMMENDED FOR DELETION  
(Continued)**

<b>Item No.</b>	<b>Title</b>
2130	Senior Stenographic Secretary
1593	Senior Tour Guide
8141	Special Events, Manager, Patriotic Hall
1748	Statistical Analyst
1746	Statistical Analyst, Aid
3577	Structural Engineering Assistant
9344	Student X-Ray Technician, NC
2462	Supervising Communications Operator, Sheriff
2494	Supervising Computer Operator
1152	Supervising Escrow Clerk
4102	Supervising Facilities Planning Assistant
7087	Supervising Medical Photographer
1403	Supervising Medical Record Technician I
1404	Supervising Medical Record Technician II
2178	Supervising Stenographer II
0882	Supervising System & Work Measurement Analyst I
0879	Systems & Work Measurement Analyst I
6015	Tire Repair Worker
7623	Upholsterer

**ATTACHMENT A****OBSOLETE REPRESENTED SUPERIOR COURT CLASSES  
RECOMMENDED FOR DELETION IN CWTAPPS ONLY**

<b>Item No.</b>	<b>Title</b>
3115	Clerical Aid, Municipal Court, NCS
3169	Court Clerk, Municipal Court
3160	Data Systems Analyst I, Municipal Court, NCS
3161	Data Systems Analyst II, Municipal Court, NCS
3119	Facilities Planning Assistant, Municipal Court, NCS
3120	Facilities Services Assistant, Municipal Court, NCS
3122	General Maintenance Worker, Municipal Court, NCS
3173	Municipal Court Judicial Assistant, NCS
3174	Municipal Court Judicial Assistant Trainee, NCS
3165	Office Services Assistant I, Municipal Court, NCS
3166	Office Services Assistant II, Municipal Court, NCS
3167	Office Services Assistant III, Municipal Court, NCS
3175	Payroll Technician, Municipal Court, NCS
3176	Procurement Assistant I, Municipal Court, NCS
3135	Procurement Assistant II, Municipal Court, NCS
3144	Senior Programmer Analyst, Municipal Court, NCS
1431	Stenographic Clerk, Family Law Court
3178	Student Professional Worker, Municipal Court, NCS

**ATTACHMENT A**

**OBSOLETE REPRESENTED SUPERIOR COURT CLASSES  
RECOMMENDED FOR DELETION IN CWTAPPS ONLY  
(Continued)**

<b>Item No.</b>	<b>Title</b>
3179	Student Worker, Municipal Court, NCS
1422	Superior Court Clerk
3182	Warehouse Worker I, Municipal Court, NCS
3156	Warehouse Worker II, Municipal Court, NCS

## ATTACHMENT B

### RECOMMENDED RECLASSIFICATIONS FOR OFFICE OF NURSING AFFAIRS POSITIONS

Assignment Location	No of Pos.	Present Classification	No of Pos.	Classification Findings
DHS Administration – Office of Nursing Affairs	3	Registered Nurse I Item No. 5133A N21 RN01 Represented	1	Assistant Nursing Director, Administration Item No. 5295A N41 RN17 Non-Represented
			2	Nurse Manager Item No. 5286A N41 RN16 Non-Represented
LAC+USC Healthcare Network – LAC+USC Medical Center	3	Registered Nurse I Item No. 5133A N21 RN01 Represented	1	Assistant Nursing Director, Administration Item No. 5295A N41 RN17 Non-Represented
			2	Nurse Manager Item No. 5286A N41 RN16 Non-Represented
MetroCare Network – Harbor UCLA/Medical Center	2	Registered Nurse I Item No. 5133A N21 RN01 Represented	1	Assistant Nursing Director, Administration Item No. 5295A N41 RN17 Non-Represented
			1	Nurse Manager Item No. 5286A N41 RN16 Non-Represented
Rancho Los Amigos National Rehabilitation Center	2	Registered Nurse I Item No. 5133A N21 RN01 Represented	1	Assistant Nursing Director, Administration Item No. 5295A N41 RN17 Non-Represented
			1	Nurse Manager Item No. 5286A N41 RN16 Non-Represented
ValleyCare Network – Olive View/UCLA Medical Center	2	Registered Nurse I Item No. 5133A N21 RN01 Represented	1	Assistant Nursing Director, Administration Item No. 5295A N41 RN17 Non-Represented
			1	Nurse Manager Item No. 5286A N41 RN16 Non-Represented
<b>Total</b>	<b>12</b>			

**ATTACHMENT C**

**RECOMMENDED RECLASSIFICATIONS FOR  
UTILIZATION REVIEW (UR) NURSING POSITIONS**

<b>Department</b>	<b>No of Pos.</b>	<b>Present Classification</b>	<b>No of Pos.</b>	<b>Classification Findings</b>
LAC+USC Healthcare Network – LAC+USC Medical Center	25	Registered Nurse I Item No. 5133A N21 RN01 Represented	25	Registered Nurse II Item No. 5134A N21 RN02 Represented
	6	Registered Nurse III Item No. 5135A N21 RN03 Represented	6	Registered Nurse II Item No. 5134A N21 RN02 Represented
MetroCare Network – Harbor UCLA/Medical Center	1	Licensed Vocational Nurse II Item No. 5105A NM 70K Represented	1	Registered Nurse II Item No. 5134A N21 RN02 Represented
	9	Registered Nurse I Item No. 5133A N21 RN01 Represented	9	Registered Nurse II Item No. 5134A N21 RN02 Represented
Rancho Los Amigos National Rehabilitation Center	7	Registered Nurse I Item No. 5133A N21 RN01 Represented	7	Registered Nurse II Item No. 5134A N21 RN02 Represented
ValleyCare Network – Olive View/UCLA Medical Center	7	Registered Nurse I Item No. 5133A N21 RN01 Represented	7	Registered Nurse II Item No. 5134A N21 RN02 Represented
	2	Registered Nurse III Item No. 5135A N21 RN03 Represented	2	Registered Nurse II Item No. 5134A N21 RN02 Represented
<b>Total</b>	<b>57</b>			

ATTACHMENT D

RECOMMENDATIONS FOR POSITION RECLASSIFICATION

BOARD OF SUPERVISORS – EXECUTIVE OFFICE

Number of Positions	Present Classification and Salary	Classification Findings and Salary
1	Intermediate Board Specialist Item No. 1099A N36M 75J Non-Represented	Chief, Board Services, Board of Supervisors Item No. 1104A NM 103E Non-Represented

The subject position reports to the Deputy Executive Officer, Board Operations, Board of Supervisors, and is assigned to the department's Board Operations Division. The position will primarily function as the department's designated Records and Archives Manager and will be responsible for directing, managing, and implementing a comprehensive records management program exclusive to the Board of Supervisors. This is a new function in the department.

The assigned duties of the subject position are consistent with the Chief, Board Services, Board of Supervisors class, which is a class typically responsible for managing a major division in the Board Operations Branch and directing major programs and initiatives. Since the department did not have a vacant Chief, Board Services, Board of Supervisors position, they are reclassifying an available ordinance and budgeted Intermediate Board Specialist position. The Intermediate Board Specialist class lacks the requisite higher-level skills and supervisory experience for directing and managing the department's records management functions. Therefore, we recommend upward reclassification to Chief, Board Services, Board of Supervisors.



## ATTACHMENT D

### FIRE DEPARTMENT – HEALTH HAZARDOUS MATERIALS BUDGET

<b>Number of Positions</b>	<b>Present Classification and Salary</b>	<b>Classification Findings and Salary</b>
9	Hazardous Materials Specialist II Item No. 4401A NMW 94C Represented	Hazardous Materials Specialist III Item No. 4402A NMW 97C Represented

The subject positions report to a Supervising Hazardous Materials Specialist and are assigned to the Inspections Section and the Administration/Planning Section respectively.

In the Inspections Section, six (6) of the subject positions' primary responsibilities include assisting in the training and development of hazardous materials specialist staff, addressing the most complex and challenging inspection assignments and functioning as supervisor in the absence of the Supervising Hazardous Materials Specialist. Upon review of the section's structure and the breadth and scope of work assigned to staff, we determined there is sufficient justification to identify and reclassify positions performing lead-level duties.

In the Administration/Planning Section, three (3) of the subject positions function in a highly specialized and independent manner, and the nature and duties assigned to the positions require a higher level of independence due to the cities served in association with enforcement of Certified Uniform Program Agency regulations.

The scope of the subject positions' duties are more consistent with the Hazardous Materials Specialist III, a class which performs the more complex technical work and/or serves as a lead over staff performing hazardous materials/waste control work under the auspices of the Unified Program Agency, and functions as local health officer under authority of the County Code. Therefore, we recommend upward reclassification of these positions to Hazardous Materials Specialist III.

ATTACHMENT D

**HEALTH SERVICES – LAC+USC HEALTHCARE NETWORK**

<b>Number of Positions</b>	<b>Present Classification and Salary</b>	<b>Classification Findings and Salary</b>
1	Program Manager I Item No. 0977A NM 87L Non-Represented	Program Manager II Item No. 0978A NM 92A Non-Represented

The subject position reports to an Assistant Hospital Administrator IV and is assigned to the Pediatrics Section's Violence Intervention Program (VIP). Primary duties include providing administrative coordination and management services to physicians and other professional and paraprofessional staff assigned to the VIP/Medical Hub; functioning as the VIP/Medical Hub's point of contact on all administrative matters with other agencies and County Departments; handling marketing, human relations issues, and Health Insurance Portability and Accountability Act (HIPAA) compliance matters; and, assisting with budget preparation.

The subject position's duties have increased due to the expansion of services since the original allocation of the Program Manager I position in 2006. The duties are now more consistent with the Program Manager II, a class that has direct responsibility for a program that provides services to clients requiring the compilation and retention of case records, the need for post-consultative services, and extensive cooperative interaction with various County departments and other agencies. Therefore, we recommend upward reclassification to Program Manager II.